

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR, BENEFITS		Date: 2-2-06
Position Level: 11	FLSA Status: EXEMPT	Class Code: 11-28

GENERAL DESCRIPTION

Oversee the operation and administration of the County's Group Insurance and Workers' Compensation Program. Also acts as Privacy Official for the County for HIPPA compliance.

KEY RESPONSIBILITIES

1. *Budget preparation for Group Insurance and Workers' Compensation Funds.
 2. *Monitor funding and assist Sr. Coordinator in preparing budget transfers as needed.
 3. *Monitor and administer contracts and prepare agenda items for contract renewals.
 4. Review and approve payment registers for TPA and Prescription Manager.
 5. Analyze monthly/quarterly reports and miscellaneous correspondence.
 6. *Confer with TPA and contracted Consultant regarding compliance with State and Federal mandates and ensures appropriate plan amendments.
 7. Supervises subordinate staff.
 8. Coordinates annual Health Fairs with staff.
 9. *Ensures the preparation and distribution of appropriate employee notices regarding plan changes.
 10. *Ensures the preparation and timely submission of various reports: DWC 17, 19, 51; Drugfree Workplace; Quarterly Self-Insured Program Payment; IRS Report 5500; FRS report for dependent coverage for retirees.
 11. *Attend all workers' compensation depositions and mediations.
 12. *Attend/Prepare Quarterly Audits of TPA in accordance with Administrative Instruction 4712.
 13. *Reviews appeals for group insurance coverage denials.
 14. Confer with Networks (KPHA, Multiplan, Dimension), Attorneys and Adjusters.
 15. *Serve as Privacy Official for Monroe County for HIPAA compliance. Duties include tracking Protected Health Information, addressing legal issues, individual rights, implementation of privacy policies and procedures and the privacy notice, develop training programs as needed, keeps informed of latest privacy developments.
 16. Oversee the appropriate completion of all Notice of Injuries and 13 week wage statements.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR. ADMINISTRATOR, BENEFITS		Position Level: 11
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Experience:</i>	3 to 5 years.	
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.	
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.	
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.	
APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>BREDA E. AGUIAR</u>	Signature: <u>[Signature]</u>	Date: <u>2-2-06</u>
<i>County Administrator:</i>		
Name: <u>Thomas J. Willis</u>	Signature: <u>[Signature]</u>	Date: <u>2/3/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Signature

Date